

TAB 2: 2011 INFORMATION



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KEY DATES

The following is a list of key dates. Please review these dates with your students before they register for the program. It is important that advisors and students be able to attend meetings and trainings that are required for them.

November 9	Early Arrival Training for Lewis State Convention (Jefferson City) <ul style="list-style-type: none">• Dress Requirement: Casual• Those required to attend will be notified later this fall.
November 10-12	Lewis State Convention (Jefferson City) <ul style="list-style-type: none">• 63rd Annual State Convention
November 30	Early Arrival Training for Clark State Convention (Jefferson City) <ul style="list-style-type: none">• Dress Requirement: Casual• Those required to attend will be notified later this fall.
December 1-3	Clark State Convention (Jefferson City) <ul style="list-style-type: none">• 63rd Annual State Convention

REGISTRATION DEADLINES

The following is a list of key deadlines. Please review these deadlines with your students before they register for the program. Failure to meet these deadlines will result in students being dropped from the program.

September 29	<p>Due to State Office</p> <ul style="list-style-type: none">• Student Registration Form for each student (online)• Participation Agreement for each student (by mail)• Medical Form for each student (by mail)• Scholarship Application (by mail)
October 13	<p>Due to State Office</p> <ul style="list-style-type: none">• Program Fee - \$200 per student• Legislative Bills (online)• Applications for Program Leadership Positions (online)• Candidate Registration Form (online)• Candidate Registration Packet (by mail)• Advisor Registration Form (online)• Participation Agreement for each adult (by mail)• Medical Form for each adult (by mail)• Extra advisor and advisor private room fees
October 27	<p>Due to State Office</p> <ul style="list-style-type: none">• Hotel Room List (one per delegation sent by advisor)• Judicial Trial Briefs

PROGRAM FEES

All of the following fees are paid by the youth participants in the program.

MODEL GOVERNMENT PROGRAM FEE

The program fee for 2011 is \$200 per student. This fee is paid by the youth participants. Below is an approximation of how the fee is allocated based on some specific categories.

Category	Percentage of fee
Hotel room and meeting space costs at Capitol Plaza Hotel in Jefferson City during State Convention.	35%
Administrative costs of program	30%
Meals at State Convention and other food expenses	20%
Program supplies and materials	10%
Planning and training meetings	5%

DELEGATION FEE

Some delegations charge an additional program fee. This fee is often used to pay transportation costs to and from the State Convention.

SPENDING MONEY

Students should bring spending money (usually around \$50) to cover the costs of meals during the State Convention. Two meals are provided for the students: lunch on Thursday and dinner on Friday. Students may also want refreshments or snacks throughout the day. Vending machines are available at the Capitol. Students participating in the Civic Leadership Institute will have four meals provided during the State Convention (lunch and dinner on Thursday, dinner on Friday, and lunch on Saturday).

FINANCIAL ASSISTANCE

YIG offers financial assistance to students to participate in the program. Students wishing to apply for financial assistance must do so by the stated deadline. There are limited funds available through YIG and financial assistance will be awarded based on need.

FORMS

All of the forms for YIG are updated annually. Please refer to the Key Dates and Registration Deadlines for due dates for all forms. All forms are available on the YIG website, www.moyig.org. Many of the forms are web-based and do not require anything to be mailed to the State Office. However, all Participant Agreement Signature Pages and Medical Forms must be mailed to the State Office. Here is a list of forms you should find online. Other forms may be created as needed. All advisors and affected students will be notified if this occurs.

STUDENT AND ADULT PARTICIPATION AGREEMENTS – READ CAREFULLY

Every student and advisor must review the complete Participation Agreement and sign the Signature Page found on the back of the Student and Adult Medical Form. Do not turn in the Participation Agreement, only the Signature Page. Please copy the Signature Page onto the back of the Medical Form. The lead advisor is responsible for submitting them to the YIG State Office.

STUDENT AND ADULT MEDICAL FORMS

Every student and advisor must fill out one of these forms and the lead advisor is responsible for submitting them to the YIG State Office. Please make a copy of the form to keep for yourself in case emergency medical treatment is required in route to and from the State Convention.

STUDENT REGISTRATION FORM

All students are required to complete this online form where they select their program area for the State Convention.

ADVISOR REGISTRATION FORM

All adult advisors are required to complete this online form where they will indicate preferences for programs they would like to assist at the State Convention.

FINANCIAL ASSISTANCE APPLICATION

Any student needing financial assistance in order to attend the State Convention may complete this application.

CANDIDATE REGISTRATION FORM

Students interested in running for one of the following offices must complete this online form: Attorney General, Governor, Lieutenant Governor, Secretary of State, and Speaker of the House. All candidates must also review the Student Leadership Duties and Requirements in Tab 11.

PROGRAM LEADERSHIP APPLICATION

Students may also apply to be a Program Leader in the Judicial and Legislative program areas. To be eligible for a leadership position, students must complete this online application.

LEGISLATIVE BILL FORM

Legislative Program participants must submit a bill online by the stated deadline.

HOTEL ROOM LIST

This form is used to help us determine room assignments. Please make sure students are in groups of four. Any students not in groups of four are very likely to be assigned a room with students from another delegation. Please try not to put five students in a room. If you have six male or six female students, please assign four to one room and two to the other room. The room of two students may be assigned another pair of students from another delegation. **DO NOT** split them three to a room. If they are split that way, they will be arbitrarily moved to create full rooms. Hotel rooms are our single largest expense for the program and are not wasted.